

STATE OF MAINE
DEPARTMENT OF HEALTH AND HUMAN SERVICES

REQUEST FOR CHANGE TO SUBMITTED DATA IN EIS eNET-ME

Specific data to be changed:	eNET People/Organization System ID:
EIS eNET Component:	
Specific Item (ID as appropriate)/Page/Screen:	
Reason for change (detailed explanation is required):	

Requested by: eNET User Name/Org. (Print): _____		
eNET User Name (Printed) _____		
Address: _____		
eNET User Name (Signature) _____	Date _____	Phone _____
Authorized by: Agency Authorizing Name & Title (Print): _____		

Authorizing Name (Signature) _____	Date _____	

Disposition: (DHHS only)	
OIT Staff Person (Signature) _____	Date _____

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Guidelines and Process for Requesting a Change in EIS eNET-ME Data

The process for requesting EIS eNET-ME data changes is as follows:

1. The change request must be made on the proper departmental request form.
2. It must be exact in detailing the precise data to be changed and in giving the reason(s) for the change.
3. The request form must carry the signatures of the eNET user requesting the change and the proper authorizing person, as identified by the agency.
4. The signatures must be dated.
5. The properly completed form should then be forwarded to the Office of Information Technology-EIS, #11 SHS, 47 Independence Drive, Greenlaw Bldg., Ground Floor, Room 4, Augusta, Maine 04333-0011.
6. The designated OIT staff person making the change must complete the following steps:
 - a. Confirm the precise information to be changed and, if appropriate, the identity of the person or organization whose record is being amended. Since the request form -- by design -- carries only the eNET-ME system identification number, this verification is critical to assure the accuracy of the change. Data may not be changed without proper verification.
 - b. Identify and assure that the change will not have an inappropriate and/or adverse impact on other eNET data prior to changing any data.
 - c. Document his/her actions on the request form,
 - d. Return a copy of the request form, with the disposition completed, to the person requesting the change, and
 - e. Maintain the completed request/disposition form in an organized, central, and secure site within the office.
7. If the OIT staff person has any questions or concerns regarding the change, which remain unresolved after discussion with the person and/or supervisor requesting the change, these concerns should be addressed with the authorizing person and/or OIT-EIS Manager, as appropriate. These concerns and resolution must be documented and attached to the request/disposition form.